

SECRET

OSA-3757-64

12 August 1964

MEMORANDUM FOR: See Distribution Below

SUBJECT : Reports

REFERENCE : OSA Headquarters Directive 1-55; dated  
31 July 1964

1. In order to carry out the assigned mission stated in referenced directive, it is necessary that certain information be provided the Programs Staff/OSA. It is realized that at the present time various reports are being received and/or produced by your activity which contain, in whole or in part, the desired information. Consequently, it is requested that the following information, including samples of all reports received or produced and the official requirement, therefore, be provided the Programs Staff not later than 21 August 1964:

a. List of all reports other than operational and Field Commanders' being received by your organization.

b. List of all reports being prepared by your organization and the distribution thereof.

2. It is our desire not to increase the number of reports being prepared within OSA but to assist you in consolidating and eliminating reports where possible.

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Acting Chief/Programs Staff  
(Special Activities)

GROUP 1  
Excluded from automatic  
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PS/OSA:T. [REDACTED]:cec:4526 (12 August 1964)

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